



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**

*Peter Hans, President*

18 June 2019

**IMPORTANT INFORMATION**

**MEMORANDUM**

- TO:** Members of the State Board of Community Colleges  
Community College Presidents  
Boards of Trustees Chairs  
Community College Chief Academic Officers, Chief Admissions Officers, Basic Skills Directors, Business Officers, Continuing Education Officers, Customized Training Directors, Distance Learning, Chief Financial Officers, Continuing Education Officers, Financial Aid Officers, Personnel Directors, Student Development Administrators, Public Information Officers, Registrars, & Other Interested Parties
- FROM:** Jonathan R. Harris, *NCCCS General Counsel*
- RE:** **Proposed Amendment of 1C SBCCC 400.11 – “Leave Payouts”**

The State Board of Community Colleges (“SBCC”) has initiated the rulemaking process to amend **1C SBCCC 400.11 – “Leave Payouts.”** The proposed change will clarify that maximum unused leave payouts for part-time employees are to be prorated based on the 240-hour maximum for full-time employees.

**The proposed amendment is published on the NC Community College System's website, [www.nccommunitycolleges.edu](http://www.nccommunitycolleges.edu), under "State Board Code."** For your convenience, a copy of the proposed rule, with the changes indicated, is attached to this memorandum. Please post a copy of the proposed rule in prominent places so that all individuals affected by the proposed changes will be informed.

Any member of the public has the right to submit written comments on the proposed rule. Please note that any person who submits a public comment on behalf of their community college should comply with their college’s local process for submitting comments on a proposed rule. **Written comments on the rule must be received by no later than 5:00 p.m. on 18 July 2019.** Any member of the public has the right to request a hearing on the proposed rules. **Requests for a hearing must be received by no later than 5:00 p.m. on 3 July 2019.** Written comments and requests for hearing shall be directed to the following address: Jonathan Harris, 200 W. Jones Street, 5001 Mail Service Center, Raleigh, NC 27699-5001 or by **email to [publiccomments@nccommunitycolleges.edu](mailto:publiccomments@nccommunitycolleges.edu)**. Thank you for your attention to this matter.

**CC19-027  
E-mail Copy**

Attachments



# State Board of Community Colleges Code

## Notice of Proposed Rulemaking Form

Date: 18 June 2019

<b>Title, Chapter, Subchapter, and Rule Number of Rule Proposed to be Adopted, Amended, or Repealed</b>	Amend 1C SBCCC 400.11 – “Leave Payouts”
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Specify whether the SBCC proposes to adopt amend, or repeal a rule:

Adopt (new rule)	Amend (change existing rule)	Repeal (delete entire rule)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<b>Rationale for proposed adoption, amendment or repeal:</b>	To clarify that maximum unused leave payouts for part-time employees are to be prorated based on the 240-hour maximum for full-time employees.
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<b>Proposed Effective Date of Rule</b>	September 1, 2019
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1C SBCCC 400.11 is proposed for amendment as follows:



1 **State Board of Community Colleges Code**

2 **TITLE 1. COMMUNITY COLLEGES**

3  
4 **CHAPTER C. PERSONNEL**

5  
6 **SUBCHAPTER 400. SALARIES AND BENEFITS**

7  
8 **1C SBCCC 400.11 LEAVE PAYOUTS**

9 Colleges shall only pay full-time employees for a maximum of 240 hours of unused annual  
10 ~~leave~~ leave (prorated for part-time employees) plus any unused special leave authorized  
11 by the General Assembly that has a cash value and does not expire.

12  
13 *History Note: Authority G.S. 115D-5;*

14 *Eff. [October 1, 2018](#)*

15 *Amended Eff. \_\_\_\_\_*

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